Power Automate Basic (1 Day)

Code PowerA-100

About This Course

You will learn how to create automated workflows using templates to manage tasks and approval, no coding required! Increase efficiency and free up time for higher value add work.

Technology:	Power Automate
Audience(s):	End users
Language:	Speaker Thai / Presentation English & Thai
Time:	9:00-12:00 -13:00-16:00
Prerequisites:	Microsoft 365 with Power Automate

Course Completion

After this course you will be able to

- Understand the purpose of Flow
- Create a basic approval Flow
- Add conditions to flows
- Use the best triggers for flows
- Add actions to flows
- Build multi-step flows
- Edit your Flows

Course Outline

Module
Module 1: Microsoft 365 & SharePoint Lists overview **Lessons:** • Microsoft 365 Overview • SharePoint Lists Overview
Module 2: Introduction to Power Automate **Lessons:** • What is Microsoft Power Automate? • The benefits of automation • How to get to Power Automate • Using Power Automate templates • Editing a Power Automate • Publish and trigger a Power Automate • Turn off or delete a Power Automate

	Module 3: **Getting Start with Power Automate and Flow Management** **Lessons:** • Understanding Flow Workspace My Flow, Templates, Connectors • Environment
	Module 3: **Travel Approval Hand-On Lab** A user stores his/her travel information in a SharePoint list named Travels. When a new travel request is created, a flow will be triggered and will ask a manager to approve/Reject. **Lessons:** • Create custom list and fields • Approval • Adding conditions • Send mail notification • Update data in SharePoint list
	Module 4: Time tracking Hand-on Lab When a user pushes a button, the current time and the current location will be saved in an Excel document stored in OneDrive for Business **Lessons:** • Connecting to Excel • Convert Date and Time • Expressions • Using variables in a flow
	Module 5: Task overdue Hand-on Lab We have an Excel document with a set of tasks, where some of these tasks are overdue. You will create a Flow that will find all overdue tasks and will send a report of these tasks **Lessons:** • Connecting to Excel • Adding Conditions • Date & time • Expressions • Send mail notification